DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, PACIFIC
CIVILIAN PERSONNEL OPERATIONS CENTER, PACIFIC REGION
600 RICHARDSON DRIVE #6700
FORT RICHARDSON, ALASKA 99505-6700

REPLY TO
ATTENTION OF:

APPE-CP-OC   19 Feb 99

STANDARD OPERATING PROCEDURE
ROUTINE CLASSIFICATION REVIEW

I.   INTRODUCTION:

This SOP establishes procedural guidance for the processing of routine classification actions (e.g., existing PD, no major changes, use of automated PDs with minor edits) within the Civilian Personnel Operations Center.

II.   RESPONSIBILITY:

        A.   Management will:

              1. Discuss action with DRM and CPAC.

              2. Work with CPAC to develop action plan and recruitment strategy.

              3. Create PERSACTION SF-52; attach PDL (modified appropriately), COREDOC, or other electronic copy of JD with supplemental documents (wiring diagrams, etc.).

              4. Develop required/desired skill list.

              5.   Obtain organizational approval.

              6.   Coordinate SF-52 to CPAC.

        B.   CPAC will:

              1. Review PERSACTION SF-52 and PD for completeness, proper documentation and recruitment strategy.

              2.   Provide advisory services to management on proper position management (supervisory ratios, senior grades, etc.), and staffing impact, if known.

              3. Coordinate PERSACTION SF-52 with electronic supplemental documentation to CPOC Global Inbox.

4. Assist managers in developing a list of mandatory and desired knowledges, skills and abilities, where required.

C. CPOC-Classification will:

1. Check classified PD for appropriateness of organization and verify position data.

2. Process PERSACTION SF-52.

3. Enter productivity status codes.

4. Forward documents to CPOC-Staffing.

PATRICIA S. PEARSON
Director
Pacific Region Civilian Personnel
  Operations Center